



**CITY OF SAN ANTONIO
REQUEST FOR QUALIFICATION (RFQ)
FOR
ON CALL PROFESSIONAL ARCHITECTURAL SERVICES**

AMENDMENT #2, April 24, 2012

Amendment #2 contains responses to questions received in writing, questions at pre-submittal conference held on April 20, 2012 and revisions to RFQ, solicitation documents and/or required forms.

I. QUESTIONS AND CLARIFICATIONS TO RFQ

1. What is the estimated value of this project?

Response: On-Call contracts do not guarantee any amount of work with the City. However, the utilization threshold for each contract is estimated at \$500,000.00 per contract year.

2. Do we need to complete the Subcontractor Utilization Commitment Form if we can satisfy all of the SBE goals as prime and require no subcontractors to perform the full scope of work?

Response: Yes. All Respondents must initial, sign and date the Subcontractor Utilization Commitment Form in order for their submittal to be considered responsive. This solicitation includes a SBE Subcontracting Program requirement. In accordance with SBEDA Ordinance Section III. D. 3. (a), CONTRACTOR agrees to subcontract at least ***twenty-six percent (26%)*** of its prime contract value to certified SBE firms headquartered or having a significant business presence within the San Antonio Metropolitan Statistical Area (SAMS). In the absence of a waiver granted by the SBO, the failure of CONTRACTOR to attain this subcontracting goal for SBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and grounds for termination of the contract with the CITY, and may result in debarment from performing future CITY contracts, withholding of payment for retainage equal to the dollar amount of the underutilization below the agreed upon SBE subcontracting goal, and/or shall be subject to any other remedies available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law. Self performance by the Prime will not count toward the ***twenty-six percent (26%)*** subcontracting goal.

3. Please clarify if engineering services will also be anticipated? The scope does not specify.

Response: The services listed in the scope may require engineering services as a subcontracted function. Past utilization of this On-Call Contract has resulted in an architecture firm subcontracting to engineering firms.

4. Will resumes and the Organizational Chart be included in the page limit?

Response: No, only the documents included in the 15 page limit are those included in the Statement of Qualifications and the corresponding Executive Summary. Resumes should not include general firm information or duplicate project information included on the project sheets.

5. Can a cover letter be included in front of the Executive Summary? Is a separate cover letter allowed or should the Executive Summary serve this function?

Response: The Executive Summary may serve the same function a cover letter would. Any additional information provided outside of the Submittal Document Requirements will count toward the 15 page limit.

6. In regards to Section IX, Item D, the RFQ states that even if a non-SBE teams with an SBE firm, we will not receive the 20% for that section. As a non-SBE firm, is there any way to earn points for this section?

Response: No. The Request for Qualifications (RFQ) for On Call Architectural Services has been assigned a stacked Affirmative Procurement Initiative which includes both the **SBE Prime Contract Program** and **SBE Subcontracting Program**. In accordance with the Small Business Economic Development Advocacy (SBEDA) Ordinance, Section III.

D. 3. (b) (SBE Prime Contract Program), certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as the Prime Respondent will receive **20 evaluation criteria percentage points**. SBE Primes may not subcontract more than 49% of the contract value to a non-SBE firm. Only certified SBE Prime firms responding to this RFQ will receive the 20 evaluation criteria percentage points for the SBEDA Program. SBE Prime Respondents must initial, sign/date and submit the Subcontractor/Supplier Utilization Commitment Form in order to receive the 20 evaluation criteria percentage points. Non-SBE Prime Respondents are not eligible for any evaluation points under the SBEDA Ordinance; however, all Prime Respondents must comply with the SBE Subcontracting Program requirement.

7. Is it a requirement for firms and subconsultants to register in the CVR?

Response: All firms are required to register in the CVR.

8. Are firms required to submit a list of subcontractors on the SBEDA Utilization Plan?

Response: Not at this time. The only required SBEDA form is the Commitment Form.

9. Have projects been identified for this contract?

Response: Specific projects have not been identified for this contract.

10. On Form 5, do you need to show the 26% SBEDA utilization?

Response: No, you need only sign the Commitment Form, agreeing that you are aware of the subcontracting goal and intend to meet it once scope is identified.

11. Do we need to submit the SBEDA Waiver Request Form and Exception Form with our submission?

Response: No. Those forms are made available to you should you believe a waiver or request is warranted.

12. Do we need to submit the corresponding SCTRCA certificates with our response?

Response: No. It is not necessary to include SCTRCA certificates with your initial submittal. Once the SBEDA Utilization Plan is requested, it would be helpful to attach SCTRCA certificates at that time.

13. Can we use a subcontractor who was not included with in our initial submission?

Response: Yes, there is a change of subconsultant form and procedure associated with the addition and removal of subconsultants.

14. What is the contract term?

Response: The contract will be a one-year term with three additional one-year options.

15. How many contracts will you award?

Response: It has not been determined yet. We currently have four; but intend to use a natural break in scoring to determine how many contracts to award.

16. How much information on our proposed subconsultants should be included?

Response: Resumes and general information of key personnel from subconsultant firms is sufficient.

17. Doesn't the City have On-Call Structural and Mechanical engineering contracts?

Response: Yes, we do not intend to force you into using these as subconsultants and will filter projects through those contracts if the majority of work is expected to fall within their scope.

18. Do you want Respondent to include MEP, Landscape, Civil, etc.firms that we will be using?

Response: Respondents should include proposed key personnel including subconsultants.

19. Do subconsultants on our team need to submit a discretionary contracts disclosure or litigation form?

Response: Yes, if respondent is proposing a team or joint venture, each party shall complete and submit a separate form with submittal.

20. In reference to Tab "8", is there a limit to the total number of pages to be included in this section other than the 2-page limit for each resume?

Response: No, there are no other page limits regarding the resumes of key personnel you choose to include.

21. If the voters approve the 2012-2017 Bond Program will the awarded Respondents of this RFQ be eligible for those projects or will they need to submit a separate RFQ Submittal for that work?

Response: You will need to submit to a separate solicitation for work related to the Bond Program.

22. Will the funding and projects be completely separate from those associated with the 2012-2017 Bond Program?

Response: Correct, On-call contracts will not be used for the 2012-2017 Bond Program.

II. REVISIONS TO THE RFQ AND REQUIRED FORMS
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END OF REVISIONS

No other items, dates, or deadlines for this RFQ are changed.